AGENDA

**COMMITTEE ON ACCOUNTS, ENROLLMENT
AND REVENUE ADMINISTRATION**

January 18, 2005   **5:00 PM**
Aldermen Smith, Guinta,   **Aldermanic Chambers**
Osborne, Shea, Thibault   **City Hall (3rd Floor)**

1.   Chairman Smith calls the meeting to order.

2.   The Clerk calls the roll.

3.   Communication from Thomas Seigle, Chief Sanitary Engineer,
        recommending sewer user rate increases from $1.55/100 c.f. to $1.80/100
        c.f. and a septage receiving and treatment rate increase from $70/1000
        gallons to $80/1000 gallons effective July 2005.
        Gentlemen, what is your pleasure?

4.   Communication from Guy Beloin, Financial Analyst II, submitting the
        City's unaudited monthly financial statements for the six months ended
        December 31, 2004 for FY2005.
        Gentlemen, what is your pleasure?

5.   Communication from Kevin Buckley, Independent City Auditor, advising
        that in order to develop an audit plan, a risk assessment of the entire City
        has been completed and requesting that the top five departments (Tax
        Collector, Finance Department-Treasury, City Clerk's Office, Traffic and
        Police) be audited beginning with the Tax Collector's Office.
        Gentlemen, what is your pleasure?

6. Communication from Sharon Wickens, Financial Analyst II, submitting reports as follows:
    a) department legend;
    b) open invoice report over 90 days by fund;
    c) open invoice report all invoices for interdepartmental billings only;
    d) open invoice report all invoices due from the School District only;
    e) listing of invoices submitted to City Solicitor for legal determination; and
    f) accounts receivable summary.
    Gentlemen, what is your pleasure?

7. Communication from Sharon Wickens, Financial Analyst II, submitting the 2nd quarter FY2005 write off list for the accounts receivable module.
    Gentlemen, what is your pleasure?

8. Communication from Tobias Svantesson, Internal Auditor, submitting a summary of City loans and notes currently outstanding.
    Gentlemen, what is your pleasure?

9. If there is no further business, a motion is in order to adjourn.